



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING**

**HELD ON MONDAY 17<sup>th</sup> AUGUST 2009**

**PRESENT:** Cllr. Mrs. J. Gillibrand (Chairman), Cllrs: E. Anderson, Mrs. S. Daniells,  
J. Passingham, K. Scutt and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. G. Frost (Deputy Town Clerk)  
One Councillor in the Public Gallery

*The Meeting opened at 7.00pm*

### **36. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. No apologies had been received.

### **37. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

Members and Officers should declare an interest by stating:-

- a) The item they have an interest in
- b) Whether it is a personal interest and the nature of the interest
- c) Whether it is also a prejudicial interest
- d) If it is a prejudicial interest, whether they will be exercising their right to speak under Question Time.

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Prejudicial and Personal. These forms to be returned to the Deputy Town Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes.

The Committee noted that there were no Declarations of Interest made at this point in the Meeting.

### **38. TO APPROVE THE MINUTES OF THE MEETING HELD ON 13<sup>th</sup> JULY 2009**

The Minutes of the Meeting held on Monday 13<sup>th</sup> July 2009, were agreed as an accurate record and were signed by the presiding Chairman.

### **39. ADJOURNMENT FOR PUBLIC QUESTION TIME**

The Committee **RESOLVED** to adjourn the Meeting at 7.06pm

Some discussion regarding the need to press W.S.C.C. for streetlights to be changed from orange to white light took place. It was suggested that a trial should be undertaken by the Town Council if funds are available to change the bulbs to white in a couple of the streetlights that are owned by the Town Council on the Esplanade. The Chairman commented that this was a matter for the Planning and Licensing Committee as street lighting falls within their remit. A Councillor reported that W.S.C.C. had already confirmed that through the PFI Scheme the replacement standard for Town Council owned street lighting in Bognor Regis will be white light as requested by the Planning Committee. This was noted.

The Meeting was reconvened at 7.10pm.

**40. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

**40.1 Min. 25.2 - 13<sup>th</sup> July Hotham Park House - improvements to the external decoration**

Members were pleased to note that painting of the remainder of the house had begun at the end of July. A Councillor confirmed that the majority of this work had now been completed.

**40.2 Min. 33.2 - 13<sup>th</sup> July Planter adjacent to Bedford Street Toilets**

The Deputy Town Clerk advised that she had contacted the Head of Surveying and Estates at A.D.C. as requested in connection with this planter. A.D.C. had looked into the cost of removing the planter and reinstating the surface. However, with the Morrison's proposal currently being considered it was felt this was not the best time to undertake this project as this area is included in the redevelopment. Following further discussions with the Parks Department, they had confirmed that this area had been replanted back in February but by May this had been destroyed. The District Council's contractors have been asked to weed and mulch the planter to make it look more respectable. The Parks Department has now been asked to liaise with the owner of the Stock Shop regarding his offer to maintain the planter.

**40.3** A Councillor queried the disappearance of the floral planter and its contents that had previously been located in North Bersted at the entrance to Bognor Regis by the garage. The Deputy Town Clerk advised that she was unaware as to why this had been removed and would make some enquiries.

**41. REQUEST FROM BOGNOR REGIS LOCAL HISTORY SOCIETY AND MUSEUM FOR RELEASE OF ANNUAL FUNDING TO ASSIST WITH RUNNING EXPENSES AT MUSEUM FOR THE 2009 SEASON**

The letter from the Secretary of the Bognor Regis Local History Society enclosing a copy of their accounts to 31<sup>st</sup> October 2008, requesting the release of the Town Council's grant was noted as being received, copied to the Committee. The Committee were pleased to note that the visitor numbers are on a par with last year and spoke of the sterling work that is undertaken at the Museum. It was **RESOLVED** to approve the release of the £3,600 grant and that a letter of thanks should be sent with the payment.

**42. CONSIDERATION OF PURCHASE OF ANEMOMETER AND DIRECTION INDICATOR INCLUDING COST OF ELECTRICAL SUPPLY TO WEATHER STATION FOR RECOMMENDATION TO P&R FOR FUNDING FROM THE ROLLING CAPITAL PROGRAMME - REPORT FROM PROJECTS OFFICER**

The report from the Projects Officer was circulated to those present, which detailed the reason why it was now necessary to replace this apparatus. Three quotations for an anemometer and direction indicator had been received and it was noted that the Projects Officer had been unable to source a mechanical device so an electrical supply would also be required. A price to undertake this element of the project had also been obtained, which was detailed within the report. A Councillor queried whether the solar option had been investigated and following some discussion, it was AGREED that the possibility of this alternative form of power should be looked into so that Councillors could then consider the various options available prior to making a decision. This item would therefore be referred to the next meeting to allow time for the Projects Officer to obtain further information.

**43. CONSIDERATION OF WEST SUSSEX FIRE & RESCUE SERVICE ACTION PLAN 2010/2011 - COPIED TO COUNCILLORS**

Members noted receipt of the West Sussex Fire & Rescue Service Action Plan 2010-2011, which had been copied to all Councillors. Comment was made that this was a well presented and informative document. Members were particularly pleased to see that the West Sussex Fire & Rescue Service through their consultation process, also catered for the diverse cultures now living in the area, which was to be commended. It was AGREED that a letter to reflect the Committee's views should be sent in response to the consultation.

**44. REINSTATEMENT OF OLBY'S CLOCK UPDATE ON COSTS FOR ELECTRICITY SUPPLY AND SCAFFOLDING (IF AVAILABLE)**

**44.1** The Deputy Town Clerk reported that three local companies had been approached to supply scaffolding quotes. The Clock Company had advised that the scaffolding would be required for one week. It was estimated that this would cost in the region of between £450 & £500 although confirmation of these figures was still awaited. A Licence would also be required from W.S.C.C. to permit the placing of scaffolding on the highway at a cost of £55.00.

**44.2** A letter had been sent to Staffurth and Bray regarding the cost of the annual electricity for the clock and a reply was awaited. Access to their premises is also required to enable an electrician to visit the site and supply a quotation for a 5amp 240 volt electricity supply that needs to be installed inside the building in the room where the drive unit for the clock is to be situated. Staffurth and Bray have been asked to advise some convenient dates for the electrician to gain access.

**44.3** The Structural Engineer had been contacted regarding the cost to prepare the necessary drawings and details for the fixing and positioning of the clock. With the work he has already undertaken in the initial stages of the project and to complete the drawings etc. the cost will be between £500 to £600. The Structural Engineer has been advised that planning permission is not required as the clock can be installed under 'Permitted Development' but he queried whether the Town Council will need Building Regs. for this project. This is still to be clarified with ADC and the cost for this should it be required is related to the cost of the project and will need to be confirmed.

**44.4** Some discussion had taken place previously regarding Staffurth & Bray's request to have their name on the clock face although this had raised some concern about the possible need for planning permission. It had been suggested as an alternative that the Town Council Crest could be placed at the top of the clock in the area that currently says Clock Walk. The Clock Company had confirmed that they could undertake this work and if required, details of the cost can be obtained. Alternatively a brass plaque could be located on the wall below with suitable wording (subject to space being available). Members debated this and it was felt that the Town Council Crest would not be suitable. It was therefore AGREED that the cost should be obtained to have the words 'BOGNOR REGIS' put in the area at the top of the clock. It was further AGREED that the cost of a brass plaque mounted on a wooden base should also be investigated before a final decision is taken on the various options available. Cllr. Passingham agreed to email the Deputy Town Clerk some suitable wording for the plaque so that costs could be obtained for consideration at the next meeting.

**45. 'ACTION FOR YOUTH' - REFERRED FROM EXTRAORDINARY ALLOTMENTS SUB-COMMITTEE MEETING OF 23<sup>rd</sup> JUNE 2009 - MIN. 21 REFERS**

The Committee AGREED that the Allotments Sub-Committee should arrange a meeting with Bognor CAN, POCAG, the PCSO for the area and any other Youth organisations that they felt it would be beneficial to involve to discuss this matter in more detail.

**46. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 12<sup>th</sup> AUGUST 2009 (IF AVAILABLE)**

The Committee noted that the Meeting did not take place and had now been rescheduled for Tuesday 25<sup>th</sup> August at 6.30pm.

**47. REPORTS**

**47.1 Financial Reports**

The Committee noted the financial reports, which had been previously circulated.

**47.2 Any Other Reports**

The Deputy Town Clerk reported that discussions had taken place at the In Bloom Working Party meeting this afternoon in relation to the retirement of the Town Council's Horticulturist. Following advice from the Town Council's Accountant it was noted that financial arrangements with regard to any formal retirement gift would need to be made by individuals rather than through the Town Council. This was noted.

**48. CORRESPONDENCE**

The Committee noted receipt of the correspondence as detailed - **Appendix '1'**

*The Meeting closed at 7.50pm*

## Appendix 1

### **GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE** **MEETING 17<sup>th</sup> AUGUST 2009**

1. Reports from Meteorological Officer May and June 2009
2. A.D.C. - Sea Water Quality results from 29<sup>th</sup> June to 27<sup>th</sup> July 2009 inclusive - copied to Councillors
3. Sussex Police - Briefing Note from Chief Inspector Bartlett on death at Waterloo Square - previously copied to Councillors
4. Sussex Police - email Arun Update August 2009
5. Email from A.D.C. - details of forthcoming engineering works which will affect local train services on August Bank Holiday weekend
6. Communities & Local Government Committee Select Committee announcement -notification of publication of Ninth Report *Market Failure? Can the traditional market survive?*
7. Joint Western Arun Area Committee - copy of unconfirmed Minutes of the meeting held on 1<sup>st</sup> July 2009
8. Andrew Colebrook Arboricultural Consultancy - details of services available
9. Littlethorpe of Leicester Ltd. - details of Quality Hardwood Bus Shelters
10. Douglas Press - details of availability of Tide Tables for 2010
11. Bognor CAN - email to advise that the Bognor Regis Youth & Community Centre have won the Dulux Paint for Change Campaign and would like to thank everyone for voting for them. A special Community Celebration is being arranged for Tuesday 25<sup>th</sup> August from 9.00am
12. A.D.C. - Sea Water Quality results from 27<sup>th</sup> July to 3<sup>rd</sup> August 2009 inclusive